## **Team Management Check List**

Use the directions from the **America Dreams**...through the decades Web site to guide your discussions. Fill out this document and update it regularly.

Research Role	a document and apacto it regularly.
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Management Roles	Names & e-mail
Team Manager	
Research Manager	
Production Manager	
Archive Manager	
<u> </u>	
Assessment Questions	
Identify which assessment	
questions you will use to guide your	
inquiry.	
Research Strategies	
Theme or Topic	
What is your focus for inquiry?	
Identify your research topic or	
theme.	
Research Questions	Questions:
What are the questions that will	
focus your research?	
List a series of genuine questions	
you intent to answer to focus your	A LEG C
research. What additional	Additional Information:
information do you need to answer these questions?	
Primary Sources	
How will you know you've found what	
you are looking for?	
List the type of resources you intend to	
look for to answer your research	
questions. What primary resources	
from American Memory will you search for?	
Evidence	Identify your criteria for evidence:
How do you know that the	
examples you've found are valid?	
Once you have located a few	
examples of primary sources, what	
is your criteria for selecting these	
as evidence? Use the document	
analysis worksheet.	

## **Action Plan**

Timeline (by when?)	Task Description (What will be accomplished?)	Person(s) Responsible (Who ?)